



Galveston County is seeking an experienced Contract Services Manager to oversee the operations of the Contract Services division of the Professional Services department. We want you to join our team of professionals.

We are changing the face of county government. Are you ready for the challenge?

• **We have AMAZING BENEFITS:**

- **Med/Den/Vision**
- **Gym Reimbursements**
- **Direct Deposit**
- **AFLAC**
- **Disability**
- **Free covered parking**
- **Paid Life Insurance and much, much more!**

• **We are a team oriented environment**

• **Salary is \$64-71k Depending upon Experience**

If you meet the criteria listed below, please apply.

Required Skills:

- Associates degree or equivalent job experience
- 3+ years of experience working with federal/state programs including 1 year of management and administrative responsibility
- Skill in public relations and making public presentations
- Must have respect for clients and colleagues, and a desire to help people.
- Must have proficient computer skills (Microsoft Office)
- Exceptional written and oral communication skills
- Excellent skill in office organization and procedures
- Excellent phone skills
- Excellent customer service skills
- Must pass a Criminal Background check.
- Must pass a driver's license background check.
- Must possess a valid Texas Driver's License.

To apply please visit our website

<http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>

and fill out our online application. Or apply in person at 722 Moody, 3rd Floor Human Resources Office.

ADA/Equal Employment Opportunity Employer/VETS WELCOME